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CHIVE/C-120/5-66
1 August 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary

The Integration and Plans Staff submits the following summary from the task reports covering the period of 18 July through 29 July,

Synopsis:

1. The Security Procedures Task Team's (Task #1) paper, "Personnel Security," is being typed for publication. Further work on the Security Task must wait on responses to the security papers submitted to date from OCR and/or Office of Security.

2. [] has completed three weeks of training on SKAN (Current Awareness, Task Team #2). She will continue to work on SKAN at intervals.

3. The Location Dictionary Task Team (Task #5a) is now in the process of refining the ten files. Listings of all ten files are in the following order: alphabetic, CHIVE number order, and all preferred names in coordinate order.

4. The Organization Dictionary Task Team (Task #5c) has assigned CHIVE location and organization numbers to [] FIB files. After key-punching is completed these transcriptions will be merged in with the "C," "p" and "T" files which have been assigned CHIVE location and organization numbers.

5. [] compiling a list of [] to be converted to CHIVE format and included in the [] Dictionary (Task #5d).

6. The Input Processing Task Team (Task #12) reports that the performance statistics for Page Reader acceptance testing from 8 July through 26 July are as follows:

Hours Run	Hours Down	# of Forms	# Char. (K)	Rej. Rate	Err. or Substitution Rate
76	5.75	29,538	34,720	1/102K	1/148K

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GROUP I
Excluded from automatic
downgrading and
declassification

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The average effectiveness level for the previous 30 calendar days (27 June-26 July) was the following:

<u>Total or Use Hours</u>	<u>Total Down Hours</u>	<u>% Effective</u>
91	43.75	67.5%

7. The File Maintenance Task Team (Task #13) continues to work on module development and flow charting. In spite of significant changes in the task in the last two weeks, the schedule has not been hindered; in fact, because the new logical flow takes advantage of completed work; the rest of the module development may be accelerated.

8. Personnel shifts have resulted in there being only one person, [] on the Control Task (Task #14), leaving three unfilled positions. This is not considered critical at the present time, but it cannot continue for long without adversely affecting the total system effort.

9. The File/Report Processing Task Team (Task #15) plans to distribute the specifications of the CAPRI retrieval and output capabilities the first week in September. Preliminary specifications of the Retrieval, Output, and File Maintenance command language will be available the first week of October.

10. The Phase III Scheduling and Integration Task Team (Task #17) has completed the updating of the permanent charts. A chart data maintenance form has been devised to document changes to these displays and to aid in maintenance. Support was provided to [] for his Intellofax Study.

11. The System Test Plan Task Team (Task #18), following the initial identification of functional objectives of the system as a whole, is planning to project these objectives into the unit processes and tools of the COG system.

12. The summary report on the [] Requirements Study (Task #19) will be completed in draft form by 30 July, 1966. This draft will be submitted to the D/CTF for approval. After approval is granted, the report will have to be typed in sufficient copies. Considerable graphic work will have to be prepared as a number of charts have been prepared in rough form. The substantive work on the

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study will be completed on time, but the report will be published sometime in August after approval by Task Force management, and after typing and graphic work is completed.

13. The Management Data Task Team (Task #20) has come to a temporary halt. [] has been engaged full time on the [] Study and [] has been devoting all of his time to the Intellofax System Study at the request of OCR.

14. The revised edition of the collateral China List has been printed for the Customer Requirements and Relations Task Team (Task #22). The supplemental papers to the China Catalog have been completed in draft form for SKAN.

15. The draft of the working paper entitled "CHIVE Interface with the Photo Branch/Graphics Register" has been completed by the Graphics and Maps Task Team (Task #23). The paper will be published after final review by CTF management. This report is the final product specified for this task and presumably will mark the completion of the task effort.

16. [] has been assigned to the Source Formatted Data Task Team (Task #27) as of 25 July 1966.

17. [] joined the ALP Development Task Team (Task #28) on 18 July and 25 July, respectively as ALP stenotypists. The ALP bi-weekly production figures (18-29 July 1966) are as follows:

<u>STENO:</u>	<u>Translit.</u>	<u>Lines (10 words)</u>
FDD reports	1,858	21,286
OMS summaries	110	1,587
<u>M.T.:</u>	<u>Input Words</u>	<u>Lines</u>
FDD documents	70,697	10,190

18. A memorandum was prepared, at the request of the Executive Director, OCR, for the Director of OCR, by the Programming Training Task Team (Task #39), listing programmer/OCR people and current assignments. A start date for the next trainee class has not been set.

19. [] Staff Assistant to the Director, CTF (Task #42), assisted in the coordination of the FY 1967 [] contract. [] has revised the procedures

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on processing Task Force printing services requisitions. Liaison is continuing with Procurement Division, Office of Logistics on the [] contract. [] coordinated required logistics in several CTF briefings.

20. [] proposal for extension of the current contractor effort was submitted on 19 July 1966 by the Contractor Management Task Team (Task #43).

21. The Task Group Management Task Team (Task #44) reports that [] will work on the Soviet Project in [] EOD in CHIVE in October.

22. [] Chairman of Clerical Support Task Team (Task #46), placed a requirement on OCS to find a replacement for [] secretary to the Director, CTF. [] resigned on 29 July.

23. The System Flows and Transactions Task Team (Task #55) is currently working on the first drafts of input transactions for R and NR documents. The flow charts for R and NR documents have been corrected to show several changes which were recommended at a meeting on the 19th of July with []

24. [] Chairman of COG Organization and Personnel Responsibilities Task (Task #58), is preparing a draft paper on Personality Processing Criteria, which has been cleared through BR and now is in SR (due back 25 July). A draft of an Organizational Configuration for COG has been prepared and a Task Description is underway.

25. The Soviet [] Task Team (Task #59) reports that BR's nominal target date of 1 November for completing the file has been delayed now that they have a more realistic idea of the effort involved in data reduction, coding and keypunching (the critical path). This tends to increase the duration of the CHIVE involvement, rather than its magnitude. During the past two weeks BR has furnished a final list of the data items including field lengths. CHIVE technical assistance has provided final file formats and input card layouts. A preliminary input transcription form was also given to [] submitted to Machine Division for their approval.

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12. On Wednesday, July 27, [redacted]
met with [redacted] to discuss their proposed refinements
to DDS draft of the Systems Flow.

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[redacted]
Chief, Integration and Plans Staff
CHIVE Task Force

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Distribution:

[redacted]
File (Task Report Summaries)
Chrono

JH:ec

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